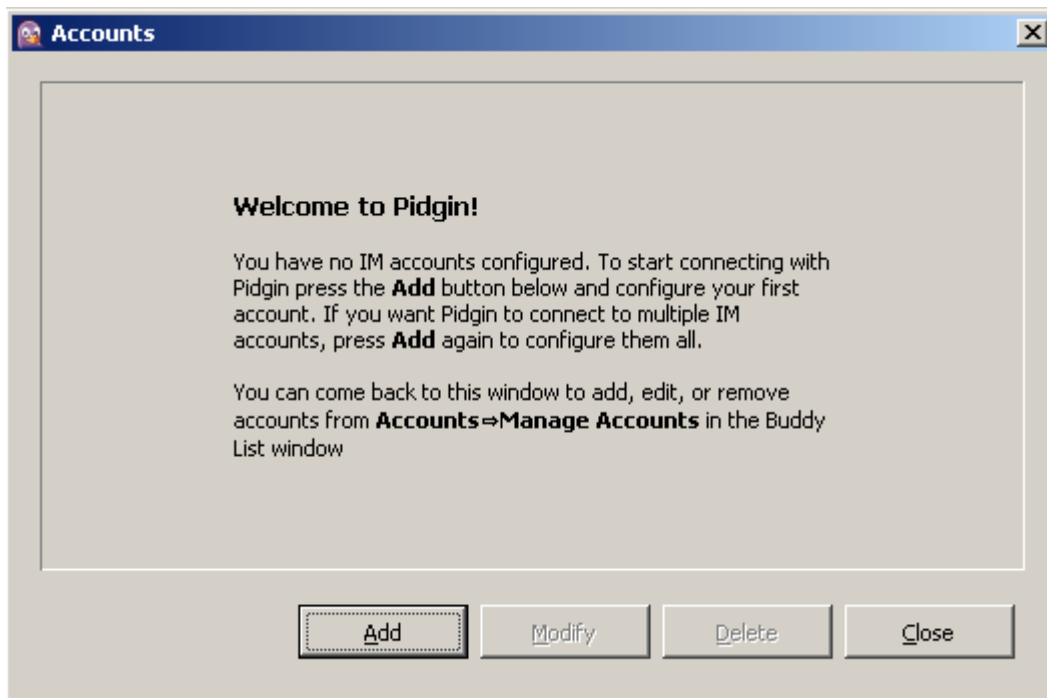


Install and Configure Pidgin for DOT Partners

Pidgin is the suggested and supported Instant Messaging (IM) and chat application for use on Microsoft Windows (TM) computers. Pidgin is an Open Source program that can be downloaded and used at no cost from the internet.

The following instructions use examples for our DOT Partners. The instructions assume you have completed all the necessary steps in obtaining a valid NWSSchat account and have the account name and password in your possession.

1. Download Pidgin from this [site](http://www.pidgin.im) (<http://www.pidgin.im>) if you have not already done so. Save the install file to your desktop.
2. In order to successfully install Pidgin on your Windows computer, you will have to have administrator access. If you do not have this level of access, contact your Information Technology department for assistance, otherwise proceed with the installation by double-clicking on the file you just downloaded.
3. Accept all defaults by clicking either "OK" or "Continue" as needed until the install program finishes. A new Pidgin icon should be created on your desktop at this point.
4. Double-click the new icon to start Pidgin. If no icon was created on your Windows desktop, then Pidgin can be found in the Windows "Start" menu -> All Programs menu.
5. Pidgin will start and display the "Add Account" dialog box as depicted below:



6. Click the "Add" button to enter your new NWSSchat account information.
7. A new dialog box will display:
8. Underneath **Login Options**, in the top drop down box labeled **Protocol**, under the "Basic" tab, click the down arrow and **select "XMPP"** (This is very important and may often be missed during the configuration of Pidgin).

Add Account

Basic | Advanced

Login Options

Protocol: XMPP

Username: dot.john.doe

Domain: nwschat.weather.gov

Resource: Home

Password:


☐ Remember password

User Options

Local alias:

☐ New mail notifications

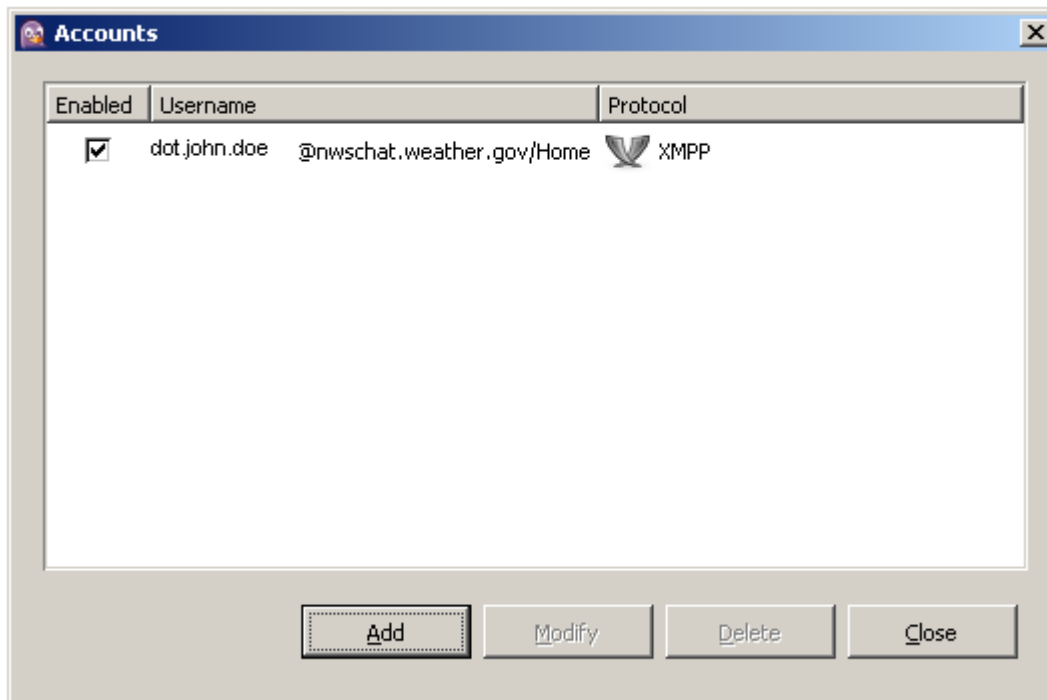
☐ Use this buddy icon for this account:

 Remove

☐ Create this new account on the server **This may also say Add**

Cancel Save

9. Next, enter your username. In the example above, John Doe, who is a DOT partner, has entered his NWSSchat userid in the username field.
10. The domain will always be **nwschat.weather.gov**.
11. You may elect to leave the Resource field as the default "Home", or instead use "Office" or some other single-word description.
12. A suggested best practice is to **NOT** enter your password in the password field. Although you will have to enter your NWSSchat password each time Pidgin starts, by leaving the password blank, you will increase the security of NWSSchat.
13. Click the **Save or Add** button.
14. The Accounts window again displays:



15. If not then you need to click the **"Enabled"** box to begin the login process. You may also click the "Close" button to close the accounts window.
16. The next dialog box to display will look like this: **(This may or may not come up. If not, you may skip to step 17)**



- Click the "Accept" button to accept the security certificate. (This may or may not come up)
17. If you did not enter your NWSChat password above, then you will be presented with the following dialog box where you will enter the password and click **OK**:

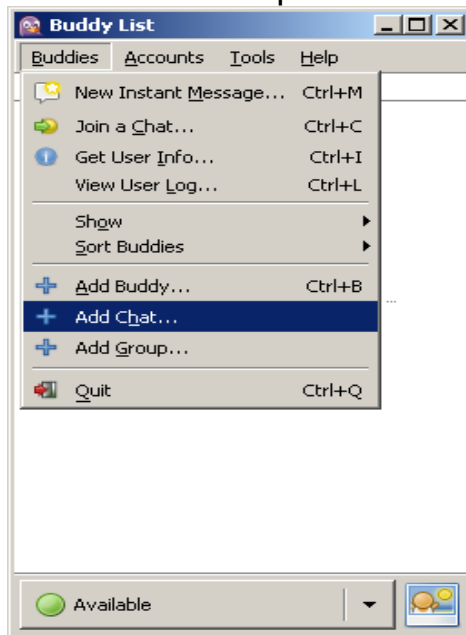


Pidgin will log you into NWSChat. **This login could take as long as 15 or 20 seconds.** A lobby window with the government warning screen will appear. This window will open everytime you log into chat.

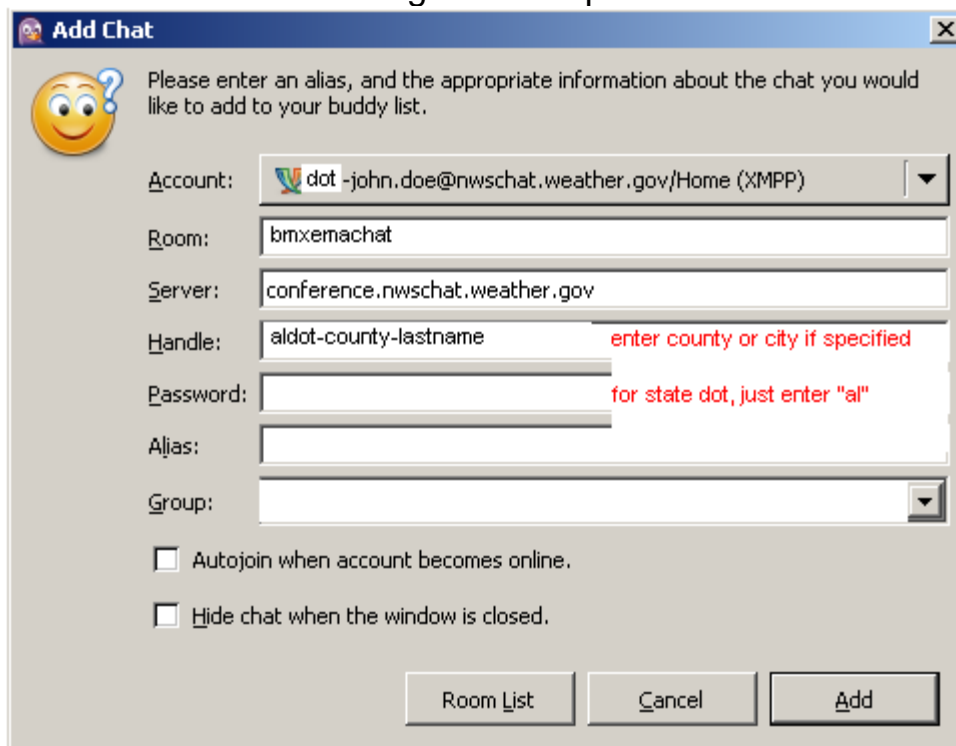
18. Pidgin will now display the Buddy List window where you can add a chat room. If the buddy list does not show up, go to your icon tray, near your time and look for the pidgin icon (should be a white rectangle with green circle and say "Pidgin Available"). Right click and then select **"Show Buddy List"**



19. To add a chat room. Click the Buddies menu on the Buddy List window and select "Add Chat" as depicted below:



20. The Add Chat dialog box will open:



The Account and Server fields will already be filled out. Enter the BMXEMACHAT room for

BMX (**bmxemachat**) into the Room field. Handle will also have an entry in it; however, **erase** everything in the Handle field and enter new Handle information. The following is suggested for use. **"aldot-county or city-lastname"** (if you are a state only dot then use "al" for county. For example, aldot-shelby-aaron or, aldot-al-aaron: This is for our use with communication and quick identification. If you do not do this here, there now is a way to change it once it is set up. Please refer to the "change handle" pdf included with email.

A suggested Best Practice is to place a checkmark in the box left of "Autojoin when account becomes online". In this manner, you will always enter your chatroom(s) once you sign into NWSChat with Pidgin. (Only issue here is if you have connectivity issues, it will appear that you are signing on and off frequently, if you are aware of this issue, please do not "autojoin". If we notice that an account is on and off frequently, we reserve the right to block the account until this has been resolved).

21. Now click the "Add" button to add this room to your Buddy List.
22. If you would like to enter other surrounding offices you may do so, perform steps 19 and 20 for each room. (other offices chat room (in parenthesis) are as follows: Jackson (janchat), Huntsville (hunchat), Mobile (mobchat), Atlanta (ffcchat), Tallahassee (taechat), Memphis (megchat). Make sure you change the handle so they can see who you are. **(If you are going into another states chat, you may want to add "-al" after the county to indicate Alabama).**
23. Setup of Pidgin is now complete. If you did not change your Handle and are logged into the room as (dot-firstname.lastname or dot-firstname.middleinitial.lastname), please refer to the other file "change handle".
24. You may now "Double Click" on the bmxemachat in the buddy list and you will enter the bmxemachat room.